

ADMINISTRATIVE - INTERNAL USE ONLY

10 MAY 1974

MEMORANDUM FOR: Chief, Plans, Programs Branch
THROUGH : Chief, Plans, Programs and Administration Division
SUBJECT : Personnel Branch Submission for Office of Security
Monthly Report - April 1974

1. The Personnel Branch was heavily engaged in providing executive secretarial support for the Professional Career Board, Clerical Career Board, and the Candidate Selection Panel. A total of 12 board and panel meetings were held.

2. Review of the statistical data sources has been undertaken in an ongoing effort to streamline procedures in producing timely information to support the Career Service Boards and Panels. The computer system known as Security Position and Employee Control System (SPECS) is being reviewed to determine its overall possible uses and expansion of the data base.

3. The results of the PMCD/OP Office of Security Position Audit were received with certain recommended changes in the OS staffing pattern. Copies of the recommendations were disseminated to the Deputy Directors for consideration and comments.

4. For several weeks the Branch was short one officer due to the reassignment of the Deputy Chief without a body for body replacement.

5. Vacancy Notices were prepared and published on 11 clerical and two professional positions. A total of 58 responses from clerical careerists and 35 responses from professional employees were received and the positions were filled from within the Office of Security.


6. During the month of April, the Personnel Branch participated in two awards ceremonies, coordinating with Honor and Merit Awards staff in obtaining four Certificates of Merit and two Certificates of Distinction with accompanying citations; notifying each recipient of his award; obtaining guest lists from each recipient; extending

ADMINISTRATIVE - INTERNAL USE ONLY

- 2 -

to each guest an invitation to attend the ceremony (32); arrangement for the use of the DCI Conference Room, (Certificate of Merit presented by DDM&S), arrangement for Agency photographer and having a representative from Security Personnel attend the ceremony.

STATINTL


Chief, Personnel Branch, PP&AD

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Personnel Branch, PP&AD
4E-63, Hqs.

EXTENSION

5643

NO.

DATE

10 MAY 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Chief, Plans, Programs and
Administration Division
4E-69, Hqs.

2.

3 Chief, Plans, Programs
Branch 4E-58, Hqs.

4.

5.

6.

7.

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9.

10.

11.

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13.

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15.

Done 5/30